

APC Teleconference Meeting Minutes

Meeting Name	APC Monthly Teleconference
Meeting Chair	DON eBusiness Office
Date	20 November 2003
Time/Location	2:00 – 3:00 pm

Attendees:

ATTENDEES		
DONEBUSOPSOFF	BUMED	COMLANTFLT
CITIBANK	CNR	COMSC
FMO	HQUSMC	NAVAIR
NAVFAC	NAVMETOCOM	NAVSEA
NAVSECGRP	NAVSUP	NETC
NSMA	DOD PCPMO	

Meeting Agenda / Objective Items

Item #	Objectives
1.	Program Update
2.	MART Update
3.	Delinquency Reporting
4.	Roll Call
5.	CitiDirect Release Update
6.	Electronic Certification Update
7.	CAS Manager Introduction

Meeting Minutes / Action Items

Item #	Meeting Minutes Description
1.	Program Update
	<ul style="list-style-type: none">The Semi-Annual Review is due by 30 November 2003. The reporting period is 1 April 2003 to 21 September 2003. Please follow the instructions sent out in PCPN# FY-03-58, using the form attached. Do not send the form via pdf. In addition to the stated requirements, we are also requesting a letter from the Level 3's CO certifying that the information has been reviewed, is accurate, and is complete. If your CO is unavailable, due to the Holiday, you may follow-up with their letter at a later date, but your response is still due to our office by 30 November. Reminder, the DON eBusiness Office should only receive the Level 3 major claimant consolidated response. All other Levels should send their completed responses through their hierarchy as requested by their Level 3.
	<ul style="list-style-type: none">Enhancement Fund – Email sent from our office on 12 November 03. All comments concerning the Development Fund are due tomorrow, 21 Nov. A list will be consolidated and presented to the bank in the 8-9 Dec timeframe.
	<ul style="list-style-type: none">APC Conference. Make sure to register via our website. Spots are filling up quickly. Think about nominating outstanding Level 4 or 5 “Performers”, by completing the previously provided form and returning it to our office by 10 December 03. Let Don Rhoad know by COB today, if you want to schedule

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	a breakout session. Currently planned breakout sessions are: Fraud Detection, CitiDirect Adhoc Reporting, Policy (where we're going), MART Review, Prohibited Items/Mandatory Sources, PPMAP Audit Reviews, and Electronic Certification.
	<ul style="list-style-type: none"> ▪ NAF Update – We are currently writing a policy that is specific to NAF. We hope to have a final copy by the end of December. Those APCs who deal with both appropriated and non-appropriated funds will have to follow both policies.
	<ul style="list-style-type: none"> • 1099 Reporting – Data input is due 31 December 03. If you have any questions, please see link under GSA Conference Presentations on our website.
	<ul style="list-style-type: none"> • Compromised Cards – Someone stole the computer files server from the Government Affairs Institute. 80 cards are affected (those APCs have been notified), but to date no fraud has occurred. Those APCs have the option to close the affected accounts, but our office will not mandate that they be closed.
2.	MART Update
	<ul style="list-style-type: none"> ▪ MART is currently in a strategic pause mode.
3.	Delinquency Reporting
	<ul style="list-style-type: none"> ▪ All APCs should have received a list to be used to update their CO or SES. Effective December 2003, our office will notify the applicable CO or SES when their claimancy's delinquency rate is above the threshold. Per the APC's requests, one pass will be granted before the CO or SES is notified
4.	Roll call was taken. Attendees are reflected above.
5.	CitiDirect Release Update
	<ul style="list-style-type: none"> ▪ The new release will go live in mid December, more details to follow. Adhoc reporting training will be available on line.
6.	Electronic Certification Update
	<ul style="list-style-type: none"> ▪ We will be visiting as many claimancies as possible, to map out their as-is process.
	<ul style="list-style-type: none"> ▪ Working C8apital Fund - the waiver has been sent to ASN. Method of Payment Solution is coming out in the December release.
	<ul style="list-style-type: none"> ▪ OPTI-F has some bugs that are currently being ironed out. Work with NAF to see if OPTI-F fits the bill.
7.	CAS Manager Introduction
	<ul style="list-style-type: none"> ▪ The new CAS Manager is Gail Vavrek.
9.	Miscellaneous
	<ul style="list-style-type: none"> ▪ The December teleconference is cancelled. The next teleconference will be held January 22, 2004, at 1400 EDT.